

Public Employees' Retirement System (PERS)
Teachers' Pension and Annuity Fund (TPAF)
Police and Firemen's Retirement System (PFRS)

BENEFIT OPTIONS WHEN TERMINATING EMPLOYMENT



January 2011

***State of New Jersey
Department of the Treasury
Division of Pensions and Benefits***

INTRODUCTION

This booklet has been designed to provide you with the information you will need to make informed decisions regarding your pension and benefits when you terminate employment.

If, after reading the information provided, you still have questions regarding your pension or other benefits, please contact your benefits administrator or the Division of Pensions and Benefits. See page 14 for information on contacting the Division of Pensions and Benefits.

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The information contained in this booklet is as accurate as we could make it; however, in the event there is a conflict with statutes governing the retirement systems and benefit programs, or the regulations implementing those statutes, the statutes and regulations will take precedence.

RETIREMENT INFORMATION

You may be eligible to immediately begin receiving a lifetime monthly retirement benefit. If you meet the requirements for any of the types of retirement discussed in this section, contact the Division of Pensions and Benefits about filing a retirement application.

PERS and TPAF Membership Tiers

Recent legislation changed the enrollment and retirement criteria for PERS and TPAF members enrolled as of certain dates. These differences in membership, referred to as “membership tiers,” are defined as follows:

- ◆ **Membership Tier 1** — Members who were enrolled *prior to* July 1, 2007.
- ◆ **Membership Tier 2** — Members who were eligible to enroll *on or after* July 1, 2007 and *prior to* November 2, 2008 — pursuant to the provisions of Chapters 92 and 103, P.L. 2007.
- ◆ **Membership Tier 3** — Members eligible to enroll *on or after* November 2, 2008 and *on or before* May 21, 2010 — pursuant to the provisions of Chapter 89, P.L. 2008.
- ◆ **Membership Tier 4** — Members eligible to enroll *after* May 21, 2010 — pursuant to the provisions of Chapter 1, P.L. 2010.

Except where otherwise indicated by membership tier, the benefits described in this book are the same for all PERS and TPAF members.

PERS and TPAF Retirement Types

SERVICE RETIREMENT is based upon your age. No minimum amount of service credit is required.

- ◆ **If you are enrolled in Tier 1 or Tier 2 of retirement system** (*on or before* November 1, 2008), the retirement age is 60 or older and no minimum amount of service credit is required.
- ◆ **If you are enrolled in Tier 3 or Tier 4 of the retirement system** (*on or after* November 2, 2008), the retirement age is 62 or older and no minimum amount of service credit is required.

The formula to calculate the maximum annual retirement allowance is:

TIER 1, TIER 2 AND TIER 3 MEMBERS

$$\frac{\text{Years of Service}}{55} \times \text{Final Average Salary} = \text{Maximum Annual Retirement Allowance}$$

TIER 4 MEMBERS

$$\frac{\text{Years of Service}}{60} \times \text{Final Average Salary} = \text{Maximum Annual Retirement Allowance}$$

- ◆ ‘**Years of Service**’ means the years and months of service credited to your account.

- ◆ **'Salary'** means the base salary on which your pension contributions are based. It does not include extra pay for overtime or money given in anticipation of your retirement. It does not include such factors as housing and uniform allowances.
- ◆ **'Final Average Salary'** for **Tier 1, Tier 2, and Tier 3 members** means your average salary for the three years immediately preceding your retirement (either 36 months for employees with 12 month contracts or 30 months for employees with 10 month contracts).

For **Tier 4 members** 'Final Average Salary' means your average salary for the five years immediately preceding your retirement (either 60 months for employees with 12 month contracts or 50 months for employees with 10 month contracts).

If your last three/five years are not your highest years of salary, your allowance will be calculated using your highest fiscal years of salary (July 1 to June 30). If this is the case, you must indicate your higher fiscal years of salary on your *Application for Retirement Allowance*.

EARLY RETIREMENT is available to members who have 25 years or more of service credit before reaching the Service Retirement age. The benefit is calculated using the appropriate Service Retirement formula for your membership tier (see page 2); however, there is a reduction in the benefit if you are under specific ages at retirement.

- ◆ **If you are enrolled in Tier 1 of the retirement system** (*prior to July 1, 2007*), and retire between the ages of 55 and 60 you will receive full retirement benefits. If you retire before age 55, the allowance for an Early Retirement is permanently reduced 1/4 of 1 percent for each month under age 55 (3% per year).
- ◆ **If you are enrolled in Tier 2 of the retirement system** (*on or after July 1, 2007, and prior to November 2, 2008*), the allowance for an Early Retirement is permanently reduced 1/12 of 1 percent for each month under the age of 60 to age 55 and 1/4 of 1 percent for each month under age 55.
- ◆ **If you are enrolled in Tier 3 or Tier 4 of the retirement system** (*on or after November 2, 2008*), the allowance for an Early Retirement is permanently reduced 1/12 of 1 percent for each month under the age of **62** to age 55 and 1/4 of 1 percent for each month under age 55.

VETERAN RETIREMENT is available to qualified veterans. If they have not already done so, qualified veterans should submit a copy of their *Form DD214* or discharge papers showing both their induction and discharge dates to the New Jersey Department of Military and Veterans Affairs, DVP-VBB, PO Box 340, Trenton, NJ 08625-0340.

To qualify for Veteran Retirement benefits you must be in active employment until the effective date of retirement. Veteran Retirement eligibility and calculation is the same for all membership tiers.

The age and service requirements for a Veteran Retirement are the same for all membership tiers. PERS or TPAF veteran members may retire at age 55 with at least 25 years of service credit or at age 60 with at least 20 years of service credit. Members meeting the qualifications are entitled to an annual retirement allowance equal to 54.4 percent of the highest 12 consecutive months of salary on which contributions were made.

Veterans of both TPAF and PERS who are at least age 55 with 35 or more years of service credit are entitled to an annual allowance based on the following formula:

$$\frac{\text{Years of Service}}{55} \times \text{Highest 12 Consecutive Months of Salary} = \text{Maximum Annual Retirement Allowance}$$

Veterans benefits cannot be deferred and members must be in active employment and meet all the requirements to qualify. Veteran members may also retire on the same basis as non-veteran members if it provides a higher benefit.

PFRS Retirement Types

SERVICE RETIREMENT is available at age 55 with no minimum amount of service credit required. The formula is an annual allowance equal to 2 percent of your Final Compensation for each year of creditable service up to 30 years plus 1 percent for each year of service over 30. (For example: 24 years of service at age 55 = 24 x 2 percent or 48 percent of Final Compensation.) Generally, members with 25 or more years of creditable service will opt to retire on a Special Retirement allowance.

- ◆ **'Final Compensation'** for a **PFRS Tier 1 member** (enrolled *on or before* May 21, 2010) means the salary upon which pension contributions were based in the last 12 months of creditable service preceding retirement.

For a **PFRS Tier 2 member** (enrolled *after* May 21, 2010) Final Compensation means the *average* salary upon which pension contributions were based for any **three fiscal years** (July-June) of membership preceding retirement that provides the largest possible benefit.

Note: Members who were enrolled in the PFRS on January 18, 2000 and who have at least 20 years of service credit regardless of age may qualify for additional Service Retirement categories. See Fact Sheet #19, *Applying for Retirement (PFRS)*, for details.

SPECIAL RETIREMENT is available to members who have 25 years or more of service credit. The amount of your annual pension will be equal to 65 percent of your Final Compensation plus 1 percent for each year of creditable service over 25 years but not to exceed 30 years. The maximum allowance is therefore 70 percent of your Final Compensation.

DEFERRED RETIREMENT

If you have at least ten years of service credit in the retirement system but do not qualify for retirement because of your age, you are eligible to postpone receiving your monthly benefit until you meet the age criteria. If you meet the criteria for Deferred Retirement discussed in this section, contact the Division of Pensions and Benefits at (609) 292-7524 after you terminate employment and inquire about filing an application for retirement.

PERS and TPAF DEFERRED RETIREMENT is available to members who have at least ten years of service credit and if a **Tier 1** or **Tier 2** member are not yet 60 years of age, or if a **Tier 3** or **Tier 4** member not yet 62 years of age, when you terminate employment. The retirement would be effective on the first of the month after attaining age 60 or 62, as appropriate. You will receive

a full retirement allowance based on the appropriate Service Retirement formula for your membership tier (see page 2). You may apply for a Deferred Retirement when you terminate covered employment.

PFRS DEFERRED RETIREMENT is available to members who have at least 10 years of service credit and are not yet 55 years of age when they terminate employment. The retirement will be effective on the first of the month after you attain age 55. You will receive a retirement allowance based upon the PFRS Service Retirement formula (see page 4). You may apply for a Deferred Retirement when you terminate covered employment.

IMPORTANT NOTICE: Your group life insurance coverage is not in effect between the time you terminate employment and your Deferred Retirement becomes effective. The beneficiary named on your *Application for Retirement Allowance* does not take effect until you retire. If you die between the time you terminate employment and your retirement becomes effective, the last named beneficiary on your active account will receive the return of your pension contributions. There is no other death benefit under these circumstances. Be sure to keep your beneficiary designation up to date.

Additional Information About Retirement

- ◆ You must pay any outstanding arrears (purchase of service) balance in one lump sum before you can collect your retirement benefit. You will receive a purchase cost quotation after you file your *Application for Retirement Allowance*. Interest will continue to accrue on any balance until it is paid in full.
- ◆ Any time before your retirement becomes effective you can cancel your application and choose a lump sum withdrawal instead. Once you cancel your Deferred Retirement and withdraw, all rights and privileges associated with the retirement system membership end.
- ◆ If prior to your retirement date you return to employment covered by the same retirement system, you must cancel your Deferred Retirement and resume contributions to the retirement system.

≡LEAVING YOUR CONTRIBUTIONS IN THE RETIREMENT SYSTEM≡

After you terminate employment your inactive retirement system account will remain open for two years from the date of your last pension deduction. You may leave your money in your retirement system account for this two year period in case you return to work in a position covered by the retirement system.

RETURN TO EMPLOYMENT — If you return to a position covered by the retirement system within two years from the date of your last pension contribution, your retirement system account will be reactivated and you will resume pension contributions. You will retain the service credit you previously earned and continue to accrue new retirement system credit.

CEASE PUBLIC EMPLOYMENT — If you do not return to work in a position covered by the retirement system within two years from the date of your last pension contribution, the Division of Pensions and Benefits will send you an *Expiration Notice* informing you that your account has terminated and you must withdraw the contributions you made to the retirement system. If you

should return to employment covered by the retirement system after your account has terminated, you can purchase the service credit from your former membership. However, purchase costs increase with age and increased salary and usually are considerably more than the return of contributions you receive from the membership.

Your Account will *NOT EXPIRE*

- ◆ If you are granted an official leave of absence beyond the 2 year limit, provided the enabling action (notice from your employer) for the leave is filed with the Division of Pensions and Benefits.
- ◆ If your employment is terminated through no fault of your own (abolishment, layoff, reduction-in-force). In this case, your retirement system account will remain open for five years (PFRS) or ten years (PERS, TPAF) from the date of your last pension contribution, provided you send a written request to the Division of Pensions and Benefits. This extension only gives you the right to retain your contributions and service credit in the retirement system should you again obtain public employment. It gives you no other right to benefits and cannot be used to qualify for retirement unless you return to covered employment during the period of extended inactive membership and your account is reactivated.
- ◆ PERS or TPAF members who return to covered employment *after the end* of an extended inactive membership, will be enrolled in the membership tier in effect as of the date of return.

===== WITHDRAWING YOUR CONTRIBUTIONS =====

If you terminate employment and do not plan on returning to public employment, you can make a lump-sum withdrawal of the contributions you made to your retirement system account, less any outstanding loan or other obligations you may have. You may withdraw only the money you contributed and no partial withdrawal is permitted. Upon your withdrawal, all rights and privileges of membership end.

Important Information About Withdrawal

- ◆ No withdrawal is paid if there are unresolved legal matters concerning your termination of employment.
- ◆ You must file a properly completed *Application for Withdrawal* with the Division of Pensions and Benefits. *Part 2* of the *Application* must be completed by your employer.

GROUP LIFE INSURANCE COVERAGE

Most members of the various retirement systems administered by the New Jersey Division of Pensions and Benefits are covered by group life insurance benefits while employed. When you terminate employment or apply for retirement benefits, you have the right to continue that coverage through Prudential Financial.

LIFE INSURANCE WHEN TERMINATING EMPLOYMENT — You are covered by your group policy for 31 days after you terminate employment. During that 31 day period, you may convert your group life insurance, without medical examination, to any individual policy customarily offered by Prudential except term insurance or a policy containing disability benefits. The premiums are the same as you would pay if you were applying for a private policy at your current age. The individual policy is effective at the end of the 31-day period. If you do not convert to an individual policy within the 31-day period, your group coverage ends.

- ◆ **EXAMPLE:** If you have group life insurance of \$96,000 through the retirement system prior to your termination of employment, you can purchase up to \$96,000 in life insurance coverage under an individual non-group policy with Prudential within 31 days of your termination of employment.

LIFE INSURANCE FOR THOSE APPLYING FOR RETIREMENT — Your life insurance coverage with the retirement system is substantially reduced at retirement or terminates if you have less than ten years of service (unless you retire on a disability retirement). Your life insurance continues in full force for the first 31 days following your last day of employment. During that 31 day period, you may convert the difference between your full coverage and your reduced coverage, without medical examination to an individual non-group policy customarily offered by Prudential (except term insurance or a policy containing disability benefits). The premiums are the same as you would pay if you were applying for a private policy at your current age. The individual policy is effective at the end of the 31 day period. If you are retiring under a **Deferred Retirement**, your reduced life insurance benefit is not in effect until you begin to collect your retirement benefits.

- ◆ **Example:** If you had group life insurance of \$96,000 through the retirement system while employed, and that life insurance drops to \$6,000 at retirement, you can purchase up to \$90,000 in life insurance coverage under an individual non-group policy by contacting a Prudential agent within 31 days of your termination of employment.

To begin the conversion process, contact your local Prudential agent, or call Prudential at **1-800-262-1112**, within 31 days of your termination of employment.

The following group policy numbers are necessary when you contact Prudential:

CONTRIBUTORY LIFE INSURANCE
(PERS) - **G-13900**

CONTRIBUTORY LIFE INSURANCE
(TPAF) - **G-14300**

NONCONTRIBUTORY LIFE INSURANCE
(PERS, TPAF, PFRS) - **G-14800**

HEALTH BENEFITS

COBRA - Consolidated Omnibus Budget Reconciliation Act

When you terminate employment you may be eligible for continuation of health care coverage under the federal legislation called COBRA for up to 18 months. Under COBRA, you purchase your employer's group coverage after you leave employment, provided you have coverage as an active employee. You pay the full cost of the coverage plus a two percent administration fee. After you terminate employment, you may continue paying for your coverage under COBRA for no longer than 18 months.

Important Information About COBRA

- ◆ You must file for COBRA within 60 days from the date your health coverage is terminated. If you do not file the application within the 60 day period you lose your right to continue coverage.
- ◆ Your employer must provide you with a *COBRA Notice*, application, rate chart, and instruction sheet when you terminate employment. If you have not received this information, contact your benefits administrator.
- ◆ You may also continue any non-core health benefits such as prescription drug, dental, or vision under COBRA for up to 18 months, provided you have the coverage as an active employee.
- ◆ If you are eligible for Medicare, you can not normally continue your medical coverage under the COBRA program. State employees, however, will be allowed to continue their non-core health benefits.
- ◆ After you complete your COBRA eligibility, you may be able to convert your COBRA health care coverage to private insurance.

Health Benefits if Retiring Now or Deferring Retirement

IF YOU ARE COVERED UNDER THE STATE HEALTH BENEFITS PROGRAM (SHBP) OR SCHOOL EMPLOYEES' HEALTH BENEFITS PROGRAM (SEHBP) AND...

YOU ARE RETIRING NOW, you will be offered lifetime continuation of your medical coverage when your retirement application is processed. If premiums are necessary, they will be withheld from your pension check or billed to you monthly.

YOU ARE DEFERRING YOUR RETIREMENT, you may be eligible for continuation of health coverage under COBRA as indicated above. If your actual retirement commences while the 18 months of COBRA coverage is in effect, you may then transfer from the COBRA coverage and continue the health care benefit into retirement. If the 18 months of COBRA coverage ends before the retirement commences, you may not be entitled to maintain health coverage through the SHBP or SEHBP. This doesn't apply if you are a member of TPAF or ABP with 25 years of pension membership credit or if you continue coverage under the SHBP or SEHBP until retirement as a dependent of a covered employee.

DEFERRED COMPENSATION

If you participate in the New Jersey State Employees Deferred Compensation Plan, you should contact the plan administrator, Prudential Financial, for information about the distribution options available to you when you retire or terminate employment.

DEPENDING ON YOUR RETIREMENT OR TERMINATION STATUS, you may be eligible to:

- ◆ Leave your funds in the Plan (subject to federal rules on minimum required distributions);
- ◆ Take a systematic withdrawal;
- ◆ Take a full or partial lump sum distribution;
- ◆ Transfer your balance to an eligible retirement plan or IRA; or
- ◆ Purchase an annuity.

CONTACT THE DEFERRED COMPENSATION PLAN before you terminate employment at 1-866-NJSEDCP (1-866-657-3327 — a TDD line is also available at 1-877-760-5166), or visit Prudential's Deferred Compensation Plan Web site at: www.prudential.com/njsedcp.

SUPPLEMENTAL ANNUITY COLLECTIVE TRUST (SACT)

If you participate in SACT, the following regulations apply when you terminate your employment:

IF YOU WITHDRAW YOUR PENSION CONTRIBUTIONS from the retirement system, you must withdraw from SACT.

IF YOU DO NOT WITHDRAW YOUR PENSION CONTRIBUTIONS from the retirement system, you cannot withdraw from SACT. Distributions are only made when you cease to be a member of the retirement system.

IF YOU ARE ELIGIBLE FOR RETIREMENT OR DEFERRED RETIREMENT, you are eligible to receive your SACT benefits.

Important Information About SACT

- ◆ SACT benefits are paid in either a lump sum or in variable forms of an annuity.
- ◆ SACT benefits are calculated using the value of the account as on the close of the month when you cease to be a member of the retirement system.
- ◆ You may transfer the taxable portion of the distribution into another qualified retirement plan to avoid tax withholding.

CONTACT THE SACT OFFICE before you terminate employment at (609) 633-2031.

OUTSTANDING LOAN BALANCES

If you have an existing loan balance, Internal Revenue Service (IRS) regulations require that you make timely payments toward the outstanding loan balance.

IF YOU ARE...

RETIRING, your loan payment will be carried into retirement and deducted from your retirement allowance until the outstanding loan balance, plus interest, is paid. You may also request to pay off the loan in its entirety prior to your retirement date (contact the Division of Pensions and Benefits for a payoff quote).

WITHDRAWING YOUR CONTRIBUTIONS, your outstanding loan balance is calculated and deducted from the balance of your pension contributions payable to you.

LEAVING YOUR CONTRIBUTIONS WITH THE RETIREMENT SYSTEM, your loan will **continue to accrue interest while your account is inactive**. You will be notified* after 60 days of nonpayment (zero contributions) toward the balance of your outstanding loan and offered the following options:

- ◆ Pay off the loan through a lump sum repayment;
- ◆ Repay the loan in monthly installments through personal billing;
- ◆ Take a taxable distribution (see "Important Information" below); or
- ◆ If you return to employment, repay through employer payroll deductions.

You must return your payment option selection within 30 days of notification of nonpayment; failure to respond within the 30 days will result in the unpaid loan balance being declared a taxable distribution (please read the "Important Information" below for more about taxable distributions).

Important Information About Loan Repayment

- ◆ Failure to repay a loan as scheduled may result in the unpaid loan balance being declared a taxable distribution which will be reported to the IRS. The Division of Pensions and Benefits will send you a *Form 1099-R* for tax filing purposes in January of the following year. You will be required to include the portion of the loan representing before-tax contribution as income on your federal return. In addition, if you are under age 59½, you will be required to pay an additional ten percent tax for taking an early pension distribution.
- ◆ A "taxable distribution" cannot be cancelled by resuming loan payments or repaying the loan in full prior to the end of the tax year in which the taxable distribution occurs. Please note that unlike a normal pension distribution, a loan treated as a distribution cannot be rolled over to an IRA or another qualified retirement plan. Members who take a loan and subsequently fail to remit loan payments may also be subject to additional IRS penalties. Additionally, active and vested members who have a taxable distribution are required to repay the balance of the loan to the retirement system.
- ◆ Since these are federal regulations, neither the Division of Pensions and Benefits nor the Boards of Trustees have the authority to waive or delay the application of these provisions.

===== EMPLOYMENT AFTER RETIREMENT =====

If you retire, working for private industry, the federal government, or a government agency in another state will not normally affect your retirement benefits. Returning to public employment in New Jersey after retirement, however, can affect your retirement benefits.*

IF YOU ARE RETIRED and considering a return to public employment in New Jersey, your prospective employer is responsible for telling you whether the employment you are considering is covered under the PERS, TPAF, or PFRS — and whether it would require reenrollment into the retirement system and/or a suspension of your retirement benefit.

IN ADDITION, retirees who return to public employment may be subject to federal tax implications under the Internal Revenue Code. This issue is under legal review; therefore, the Division cannot comment further on the matter. However, **retirees are strongly advised to use caution if considering a return to public employment** and should consult with the Internal Revenue Service or a qualified tax consultant.

Additional guidance on employment after retirement is provided in the following fact sheets:

- ◆ Fact Sheet #21, *Employment After Retirement* (PERS);
- ◆ Fact Sheet #28, *Employment After Retirement* (TPAF);
- ◆ Fact Sheet #29, *Employment After Retirement* (PFRS); and
- ◆ Fact Sheet #58, *An Employer's Guide to Hiring Retired Government Employees*.

If, after reviewing the information provided in the fact sheets, you or the employer are unsure about the pension eligibility of the position, **the employer** should request a determination from the Enrollment Section of the Division of Pensions and Benefits. Requests must be submitted in writing and describe the retiree's current status along with the specific circumstances of the anticipated employment.

*Additional limitations and exceptions apply for the return to employment of retirees on Disability Retirement. See the *Employment After Retirement* fact sheets for details.

Important Information About Return to Employment

- ◆ If you if you are newly retired, your retirement is not considered “bona fide” until it becomes “due and payable” and the employer/employee relationship is completely severed. This normally occurs after there has been a break in employment without pay of at least 30 days following your retirement date, or the approval of your retirement by the Board of Trustees, whichever is later. If you return to a covered position before the 30 days have elapsed, on either a paid or volunteer basis, you may be required reenroll in the retirement system.
- ◆ If you return to public employment that is eligible for pension membership but you fail to reenroll, you will be required to reimburse the retirement system in the amount of all retirement benefits you received since the date you should have enrolled. In addition, you will be required to pay pension contributions in the form of back deductions back to your enrollment date. Your employer may also be liable for pension and Social Security contributions. There is no limitation on the amount of reimbursement that may be recovered by the retirement system in these situations.

MEMBER BENEFITS ONLINE SYSTEM (MBOS)

As a New Jersey State-Administered Pension member, you may now access the **Member Benefits Online System (MBOS)**.

MBOS is a set of Internet based applications that allow registered members access to their pension and, if applicable, health benefit account information.

Available online resources include:

- ◆ Personalized Employee or Retiree Account Information
- ◆ Online Purchase of Service Credit Application
- ◆ Retirement Estimate Calculator and online Retirement Application
- ◆ Retirement Application Status *(for pending retirees)*
- ◆ Retirement Allowance and Deduction Information *(for retirees)*
- ◆ Retirement Check Direct Deposit and Tax Withholding Applications *(for retirees or pending retirees)*
- ◆ Designation of Beneficiary
- ◆ State Health Benefits Program information *(if applicable)*
- ◆ SACT Plan information *(if applicable)*
- ◆ State Deferred Compensation Plan link *(if applicable)*
- ◆ Application for Withdrawal
- ◆ Access to other Pension Links and Forms

Before you can begin using the system, you must be registered with MBOS.

See the Registration Instructions on the next page.

If you encounter difficulty with the registration process or use of MBOS, please call the MBOS Help Desk, at (609) 777-0534.

==ACCESS YOUR PENSION ACCOUNT THROUGH MBOS==

REGISTRATION FOR FIRST TIME USERS

BECAUSE REGISTRATION REQUIRES SEVERAL STEPS,
PLEASE READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY!

REGISTRATION FOR MBOS IS FREE

STEP ONE

Register for a *MyNewJersey* account at: **www.state.nj.us**

NOTE: *If you already have a MyNewJersey account, go to STEP TWO and use your existing account.*

1. Click on the "Register" link and complete the registration information.
2. Create your own Log On ID and Password.

If you write down your Log On ID and Password to remember them, be sure to keep this written information in a safe place, and do not share them with others to help prevent identity theft!

3. This will open your personal *MyNewJersey* online account.

STEP TWO

Register for MBOS at: **www.state.nj.us/treasury/pensions/mbosregister.shtml**

1. Click the "Begin MBOS Registration" button at the bottom of the Web page and complete the online MBOS registration form.
2. When registering, you will need your pension Member ID number.

Your pension Member ID can be found on your payroll statement. It can also be obtained from your employer, or by contacting the Division's Office Client Services.

Pension ID Number: _____

3. You will receive an e-mail with an **Authorization Code**. Print this e-mail to have it on hand for STEP THREE.

STEP THREE

Enter the MBOS **Authorization Code** at your *MyNewJersey* home page.

1. Logon to your *MyNewJersey* account and click the "Enter Authorization Code" link.
2. On the page that opens, enter your MBOS *Authorization Code* and click the "Finished" button.
3. Delete the e-mail with your *Authorization Code*. **It can only be used once.**

STEP FOUR

1. Log back onto your *MyNewJersey* account and you will see the Pension and Benefits section along the left side.
2. Click the "MBOS and EPIC" button to go to MBOS and your account information.

If you need help, call the MBOS Help Desk at: (609) 777-0534.

*MBOS registration and access is for the exclusive use of pension account members and benefit recipients.
Unauthorized access is subject to prosecution to the fullest extent of the law.*

==CONTACTING THE DIVISION OF PENSIONS AND BENEFITS==

MEMBER BENEFITS ONLINE SYSTEM

The Member Benefits Online System (MBOS) allows registered retirement system members access to pension account information online. Resources include: account information; beneficiary designation, and pension loan, purchase of service, and retirement applications. Before you can use MBOS, you must register with MBOS and MyNewJersey.

Registration is free. Please be sure to read the registration instructions (on page 13) and begin the MBOS registration process at: www.state.nj.us/treasury/pensions/mbosregister.shtml

TELEPHONE NUMBERS

- ◆ For information about your individual account 24 hours a day, seven days a week, call our Automated Information System at (609) 777-1777. You will need your Social Security number and a touch-tone phone to hear personalized information about loans, purchase costs, retirement benefits, and your account with the retirement system.
- ◆ To talk with a counselor about your account, call (609) 292-7524 weekdays between 8:00 a.m. and 4:00 p.m. (except State holidays). If you are hearing impaired, call the TDD line at (609) 292-7718.
- ◆ To speak with a plan representative about the New Jersey State Employees Deferred Compensation Plan, call 1-866-NJSEDCP (1-866-657-3327) weekdays between 8:00 a.m. and 9:00 p.m. (except State holidays). If you are hearing impaired, call the TDD line at 1-877-760-5166.
- ◆ To speak with a plan representative about the Supplemental Annuity Collective Trust (SACT), call (609) 633-2031 weekdays between 8:15 a.m. and 4:30 p.m. (except State holidays).

INTERNET AND E-MAIL

Find general information about the retirement systems, along with commonly requested forms and publications, on the Division of Pensions and Benefits Web site at: www.state.nj.us/treasury/pensions

E-mail the Division of Pensions and Benefits at: pensions.nj@treas.state.nj.us

COUNSELING SERVICES

The Division of Pensions and Benefits offers individual counseling services for members of the retirement systems and other benefit programs. **Counselors are available by appointment** Monday through Friday from 7:40 a.m. to 3:00 p.m. Counseling appointments should be made online at the Division of Pensions and Benefits Web site. The office is located at:

**One State Street Square
50 West State Street, 1st Floor
Trenton, NJ**

Directions to the office are listed on the next page.

MAILING ADDRESS

On all correspondence, be sure to include your membership number or Social Security number.

**Division of Pensions and Benefits
PO Box 295
Trenton, NJ 08625-0295**

=DIRECTIONS TO THE DIVISION OF PENSIONS AND BENEFITS=

The Division of Pensions and Benefits is located at 50 West State Street (One State Street Square) which is one half-block east of the State House.

The directions below will take you to the offices of the Division of Pensions and Benefits. Visitors must use the front entrance of the building (on West State Street). Check in with the guard in the main lobby where you will be directed to the Office of Client Services.

PARKING: Metered, on-street parking is available in the blocks surrounding our building. Pay parking lots and parking ramps are also available throughout downtown Trenton. For additional parking information and maps, visit the Trenton Downtown Association at: www.trenton-downtown.com/parkdowntown/

FROM NORTHEAST NEW JERSEY VIA THE NJ TURNPIKE

Take the NJ Turnpike South to Exit 7A. Follow I-195 West until it ends, then follow signs for Route 29. After passing through a tunnel and two traffic lights, take the Calhoun Street exit. At the first traffic light, turn right onto West State Street. Pass the State House and proceed through the next traffic light and our offices will be on the left at 50 West State Street (One State Street Square).

FROM NORTHEAST NEW JERSEY VIA ROUTE 1

Take Route 1 South toward Trenton. Just north of Trenton Route 1 splits into two roads. Stay to the left (do not use Route 1 Alternate). From Route 1 take the Perry Street exit. At the end of the exit ramp, turn left onto Perry Street. At the fourth traffic light after turning onto Perry Street turn left onto Warren Street. At the second light, turn right onto West State Street. Our offices are located on the right, just before the next traffic light, at 50 West State Street (One State Street Square).

FROM NORTHWEST NEW JERSEY

Take Route 31 South to I-95 South to Exit 1 (Route 29). Follow Route 29 South for five miles to the Calhoun Street exit. At the first traffic light, turn right onto West State Street. Pass the State House and proceed through the next traffic light and our offices will be on the left at 50 West State Street (One State Street Square).

FROM SOUTHERN NEW JERSEY

If using the Turnpike, take exit 7A and follow the directions from Northeast New Jersey via the NJ Turnpike.

If using I-295 North, take exit 60 to Route 29 and follow the directions for using Route 206 North (below) beginning with Route 29.

If using Route 206 North, about four miles before reaching center-city Trenton take the I-295 exit but, once on the interstate highway, follow the signs for Route 29, not I-295. After passing through a tunnel and two traffic lights, take the Calhoun Street exit. At the first traffic light, turn right onto West State Street. Pass the State House and proceed through the next traffic light and our offices will be on the left at 50 West State Street (One State Street Square).

FROM THE NEW JERSEY SHORE

Take I-195 West, then follow the directions from Northeast New Jersey via the NJ Turnpike.

NOTES

